



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

**Employee Requisition**

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 11/12/2014	Employee Requisition Number ER-15061	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>COUNSELOR</b>			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: SECRETARY OF THE NATION	Location: Okmulgee	Location Code: 300	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Business Counselor provides high-quality, confidential and free small business counseling and advise to new entrepreneurs and existing small businesses owners in order to help them start and grow their businesses in Ok
Principal Duties and Responsibilities:	The business counselor will assist owners with applying for access to capital to start or operate their businesses. The funding sources would be financial institutions such as Mvskoke Loan Fund and local banks. Counselor will discuss the business structure and assist with a written business plan and financial projections. Other advisement will be to direct the client to marketing classes, many provided by the MCN.
Minimum Requirements:	BS or BA degree in business or a related field
Preferred Requirements:	Masters degree in business with an emphasis in counseling.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	None required

**Competencies:**

**Customer Service:** Responds promptly to customer needs.

**Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.

**Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.

**Written Communication:** Writes clearly and informatively; Able to read and interpret written information.

**Teamwork:** Balances team and individual responsibilities.

**Visionary Leadership:** Inspires respect and trust.

**Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.



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- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent;  
Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

#### **Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- ☒ Up to 50 lbs.      ☐ Up to 100 lbs.      ☐ Over 100 lbs.  
☐ Physical Exam Required

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles      ☐ Outside weather conditions      ☐ Toxic or caustic chemicals  
☐ Risk of electrical shock      ☐ Vibration      ☐ Loud Noise

#### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.